






OBJECTIVE

To be involved in work where I can utilize my skills and creatively get involved with every aspect that effectively contributes to the growth and profit of the organization.

 Muwailleh, Sharjah - UAE

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 radhikavipi07@gmail.com

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ADDITIONAL QUALIFICATION

- Tally
- Peachtree
- Microsoft Office

SKILLS

- Customer Service-Oriented
- Databases Management
- Critical Thinking Skills
- Time Management Skills
- Excellent Communication
- Leadership Qualities
- Strong Determination

HOBBIES

- Reading
- Music
- Travelling
- Painting & Craft
- Cooking & Gardening.

RADHIKA N R

EXPERIENCE

23 Mar 2020–31 Dec 2021

ADMIN CUM ACCOUNTANT • JASK AUTOMOTIVE SPARES LLP • India

JASK is one of the distributors of HELLA, HELICORD, ASK & DELIGHT automotive spare parts in Kerala, India.

Duties and Responsibility:

- Serve visitors by greeting, welcoming, and directing
- Notifies company personnel of visitor arrival
- Maintains security and telecommunication system
- Informs visitors by answering
- Directs visitors by maintaining employee
- Maintains security by following procedures
- Operates telecommunication system
- Keeps a safe and clean reception area by complying with procedures and rules
- Supports continuity among work teams
- Contribute to team effort by accomplishing related results as need

EDUCATION

M.COM • Calicut University, Kerala – India • 2016

- Finance

B.COM • Calicut University, Kerala – India • 2014

- Co-operation

PERSONAL DETAILS

Date of Birth : 21st Oct 1993

Gender : Female

Marital Status : Married

Nationality : India

Language : English, Malayalam, Hindi, and Tamil

Passport No : P6428729

Visa Status : Resident

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for correctness of the above-mentioned particulars.

RADHIKA NR